



APPENDIX - C

City of Manchester, N. H. Welfare Department

1528 Elm Street
Manchester, N. H. 03101-1350
Phone: 603-624-6484 Fax: 603-624-6423
Email: Welfare@ci.manchester.nh.us

NOTICE OF RIGHTS OF ANYONE REQUESTING AND/OR RECEIVING ASSISTANCE FROM THE CITY OF MANCHESTER, N. H. WELFARE DEPARTMENT

You have the following rights:

1. You have the RIGHT to make a written application for assistance;
2. You have the RIGHT to receive a timely written notice regarding your request for assistance;
3. You have the RIGHT to be treated fairly;
4. You have the RIGHT to be given a written Notice of Decision detailing the determinations made by the welfare official, i.e., pending, approved, suspended or denied;
5. You have the RIGHT to request a Fair Hearing if assistance has been reduced, denied or suspended based on an adverse action stated on a Notice of Decision;
6. Your RIGHT to request a Fair Hearing must be made in writing on the Fair Hearing Request Form (Form 1007) within five (5) days starting with the date of the Notice of Decision at issue;
7. You have the RIGHT to be represented at the Fair Hearing at your own expense;
8. You have the RIGHT to request to have your assistance continued if you are already receiving assistance when you request a Fair Hearing;
9. You have the RIGHT to review, by appointment only, the Notices of Decision and documentation related to the adverse action pertaining to your Fair Hearing request;
10. You have the RIGHT to review the City of Manchester Welfare Department General Assistance Guidelines used by the welfare official in making decisions on your application. Copies are available on the Internet at www.manchesternh.gov and at the Manchester City Libraries.
11. You have the RIGHT to review your case record by appointment.